

Title: Planning Contract Specialist	Effective Date: October 3, 2013	Grade: XI	Job Category: Technician
Prior Title: Planning Contract Specialist	Prior Effective Date: June 13, 2011	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for developing planning contracts and reports and processing invoices in compliance with federal and state laws.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Prepare an annual work program and cost estimate document and the annual performance and expenditure report for the Transportation Planning and Policy Division.
- Review and process invoices by agencies and consulting firms for Federal Highway Administration and state funds, including the verification of dollar amounts and work completed.
- Assist in the review of proposed metropolitan planning organization work programs, progress reports, and other key products of the urban transportation planning process.
- Organize federal and Department data for distribution to planning agencies.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or related field or the educational equivalent to a high school diploma plus a minimum of four years experience in accounting or related field. Knowledge of Federal regulations relative to the federally mandated planning activities. Familiarity with auditing, budgeting and funding administration processes. Demonstrated ability to develop and review contracts between the Department and other entities. Demonstrated ability to review and process invoices or claims for reimbursement. Working knowledge of Microsoft Word, Excel and Outlook. Ability to use Microsoft Access desired.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

